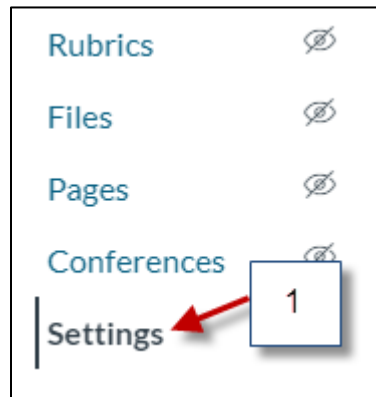


# SETTING UP EXAM IN PROCTORIO

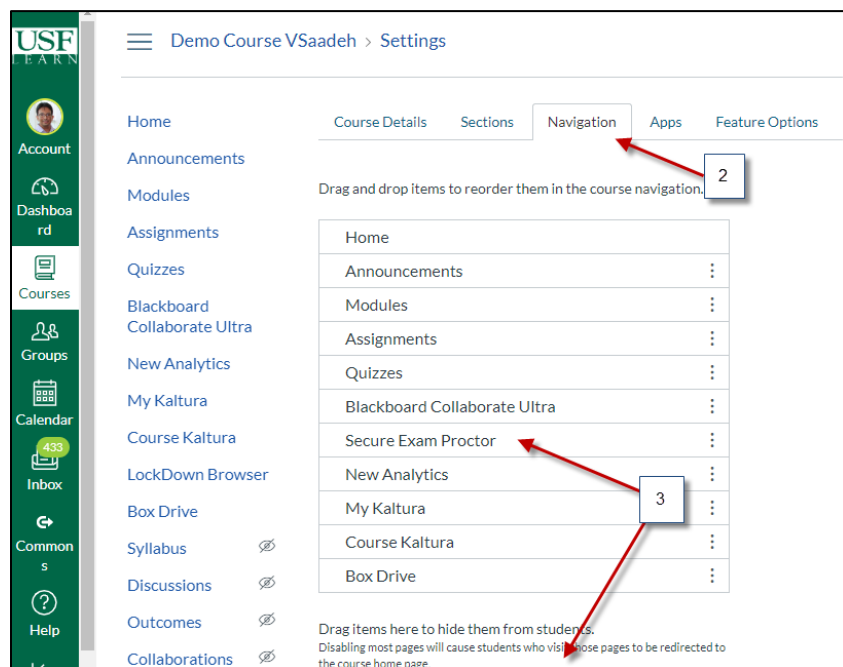
In order to use Proctorio you need to use **Google Chrome** and add the **Proctorio Extension**. Click here to download <https://getproctorio.com/>

1) Go to **Settings** in your course

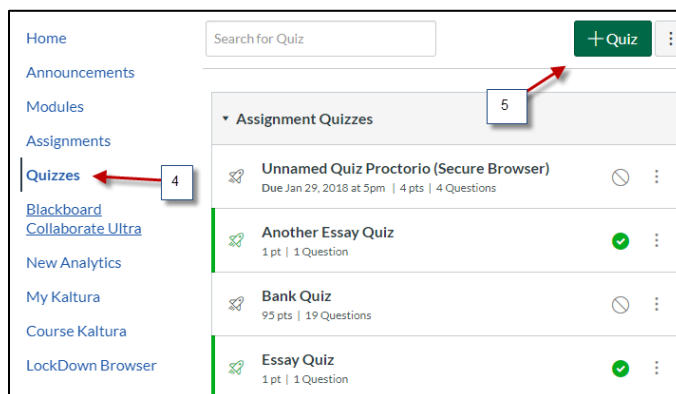


2) Open the **Navigation Tab**

3) Grab/Drag the **“Secure Exam Proctor”** to the top, scroll down to Save changes

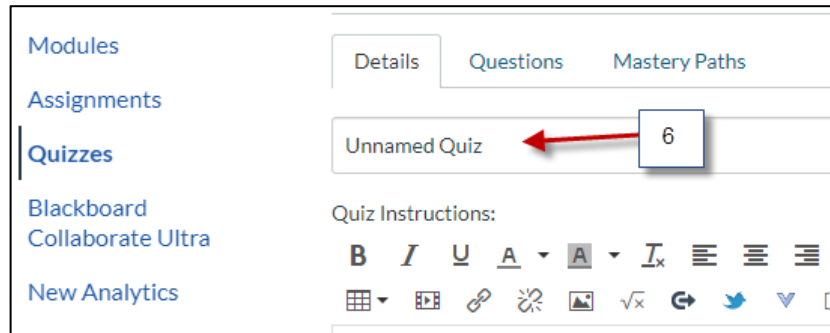


4) Go to **Quizzes**  
5) Click **“+Quiz”**



# SETTING UP EXAM IN PROCTORIO

6) Add title to the Quiz



Modules

Assignments

**Quizzes**

Blackboard Collaborate Ultra

New Analytics

Details Questions Mastery Paths

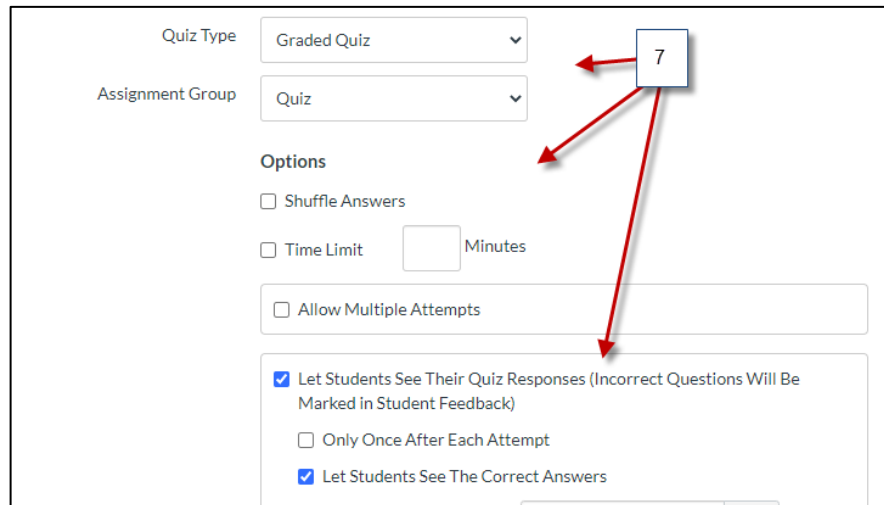
Unnamed Quiz

Quiz Instructions:

B I U A A Ix [List Icon] [List Icon] [List Icon]

[Table Icon] [Image Icon] [Link Icon] [Refresh Icon] [Image Icon] [Cancel Icon] [Save Icon] [Share Icon] [Dropdown Icon]

7) Setup the Quiz as before



Quiz Type: Graded Quiz

Assignment Group: Quiz

Options

Shuffle Answers

Time Limit: [ ] Minutes

Allow Multiple Attempts

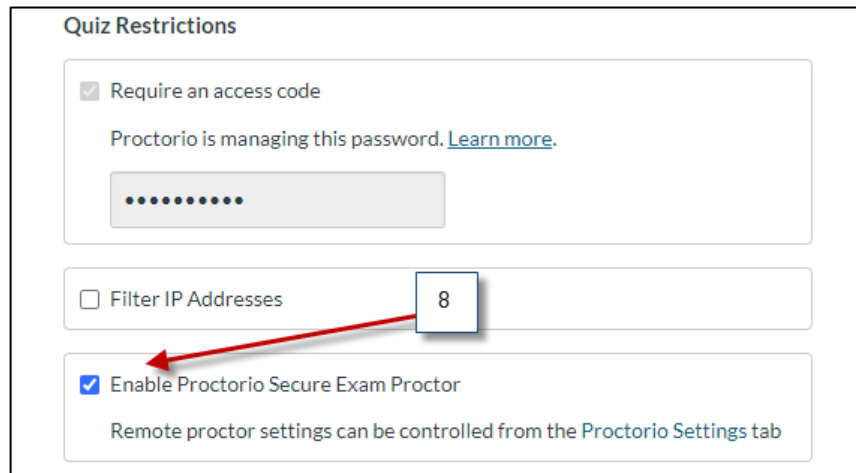
Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

8) Scroll down and check “**Enable Proctorio Secure Exam Proctor**”

We recommend that you complete the settings of the Quiz first before going into the **Proctorio** settings



Quiz Restrictions

Require an access code

Proctorio is managing this password. [Learn more.](#)

[Password Field]

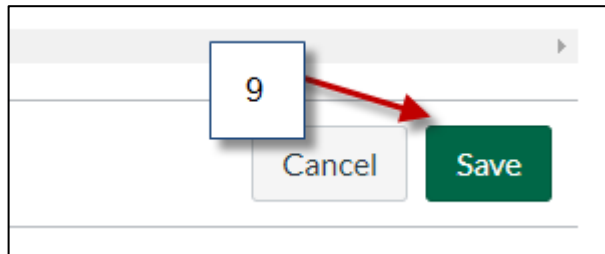
Filter IP Addresses

Enable Proctorio Secure Exam Proctor

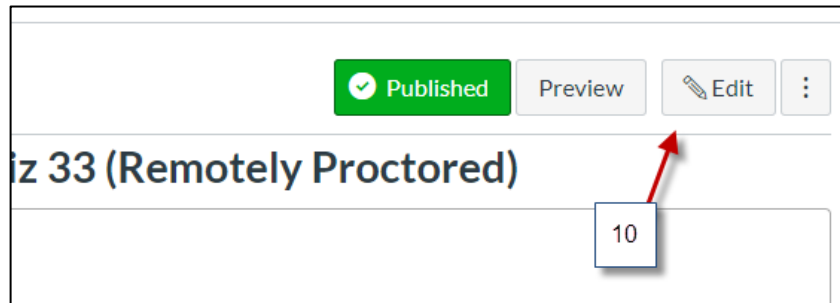
Remote proctor settings can be controlled from the [Proctorio Settings](#) tab

# SETTING UP EXAM IN PROCTORIO

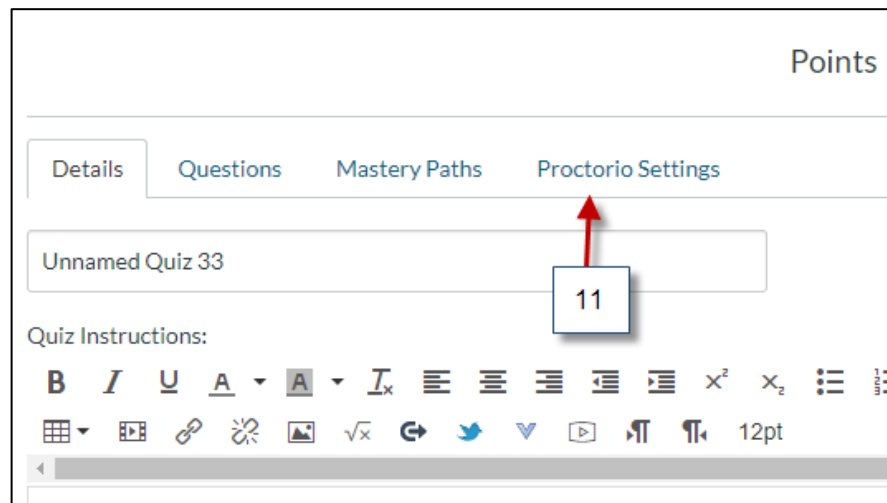
9) Scroll down, click **Save**



10) Click Edit



11) Open the **Proctorio Settings**



# SETTING UP EXAM IN PROCTORIO

This page will show you the options for the exam

Click on each item that you want to activate for that Quiz

## 12) Recording options

## 13) Lock Down options

13A) Click on the interrogation icon to view a short video tutorial. Each option has a video

## 14) Verification options

15) Scroll down to Save settings

The screenshot shows three sections of settings in Proctorio:

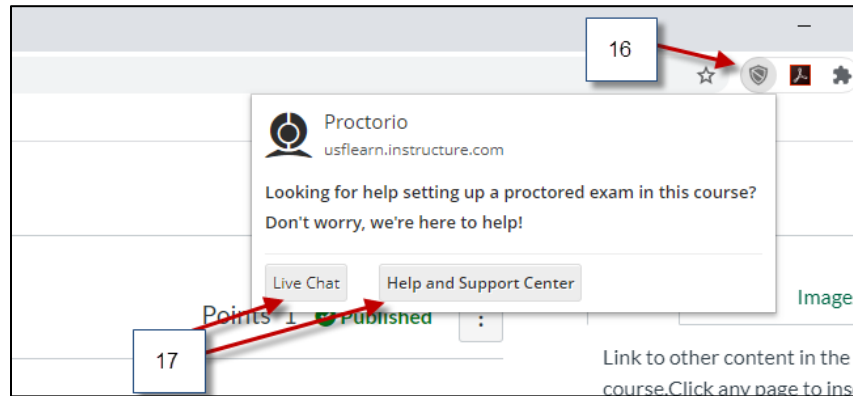
- Recording Options (12):** Includes Record Video, Record Audio, Record Screen, and Record Web Traffic. A note states: "Record Screen will capture the test taker's desktop for the entire exam, allowing you to see exactly what they were seeing on screen."
- Lock Down Options (13):** Includes Force Full Screen, Only One Screen (13A), Disable New Tabs, Close Open Tabs, and Disable Printing. A note for Only One Screen states: "Only One Screen prevents notes or unauthorized materials to be hidden on a second screen." An interrogation icon is highlighted with a question mark.
- Verification Options (14):** Includes icons for recording, audio, screen, and a pen.

The screenshot shows the "Proctorio Behavior Settings" dialog box with the following elements:

- Section header: **Proctorio Behavior Settings**
- Text: "If you would like to reuse these settings in the future, you can save them in a new profile."
- Button: **CREATE NEW PROFILE**
- Text:  Notify users this quiz has changed
- Buttons: **Cancel** and **Save** (15)

# SETTING UP EXAM IN PROCTORIO

16) If you need assistance from Proctorio click the **shield icon** to open the Proctorio Support window



17) Click here for Live Chat support or search for other support

**NOTE: Technical support is available 24 / 7 / 365 via chat, email, or phone. You can call or email Proctorio Support: (480) 428-4089 or (866) 948-9248 or support@proctorio.com.**

18) You can verify the Quiz was setup with Proctorio when you see **(Remotely Proctored)** next to the title of the Quiz

